

REVIEW COMMITTEE  
AUTHORIZED STATE FIRE INSTRUCTOR

A. Committee Goal

To define and support the professional quality of instruction in fire service educational programs of the Office of the Arizona State Fire Marshal (OSFM)

B. Committee Role

1. Review applications submitted to the OSFM for completeness and conformity with the established minimum knowledge, education, and experience requirements for authorization as a State Instructor for the OSFM. Based on this review, make a recommendation regarding authorization as a State Instructor for general fire service topics.\*
  - General topics are organized or specialized fire service knowledge and skill sets that are not represented by a specific Arizona fire service professional organization.
2. When requested by the OSFM, review information, letters, and reports provided by the OSFM regarding a program or Instructor performance issue and make recommendations to address the issue for consideration by the OSFM

C. Committee Membership

1. Members of the Review Committee will be appointed by the Section Leader of the Training Section of the Arizona Fire Chief's Association (AFCA )
2. The Review Committee will be comprised of:
  - a. Two (2) members of the AFCA Training Section
  - b. The Section Leader of the AFCA Training Section, who will act as chairman
  - c. A non-voting member of the OSFM
3. Non-voting technical advisors may be appointed by the Section Leader of the AFCA Training Section based on a specific need of the Review Committee.

D. Organizational Structure

The Review Committee Chairman shall forward the recommendations of the Review Committee directly to the State Fire Training Officer within 14 days of a meeting.

#### E. Meetings

Meetings of the Review Committee will be scheduled on a quarterly basis; (January, April, July, October) and will be held concurrently with the AFCA Training Section meetings. The Training Section leader may consider, after receipt of a request by the OSFM, to call a special meeting of the Review Committee at a time and location to be determined.

The Review Committee may meet and conduct business by teleconferencing if approved by the Committee Chair.

#### F. Committee Protocol

1. The OSFM staff shall assemble and distribute to all Committee members any documents required for review of an application or discussion of an issue no later than 14 days prior to a scheduled meeting.
2. The Committee will review all applications for completeness and to determine eligibility for a recommendation as an authorized instructor to the OSFM.
3. The Committee will not review incomplete applications. Incomplete applications will be returned to the OSFM noting the deficiencies to be corrected by the applicant. OSFM staff will forward the findings of the Committee to the applicant within 14 days of the meeting.
4. The Committee will submit a written report of recommendations for consideration by the OSFM within 14 days of the meeting date.

#### G. Responsibility of the Chair

1. Interpretations and decisions are the purview of the Chair. The Chair shall evaluate any issue that is sensitive or ambiguous and request a resolution of the issue by the State Fire Training Officer.

#### H. Reconsideration of recommendation

1. Unsuccessful applicants may submit a new application for review no sooner than 6 months after notice of denial from the OSFM.
2. The State Fire Training Officer may request, in writing, a second review of a complete application for appointment not recommended by the Committee at the next regularly scheduled meeting of the Committee. The request to the Committee Chair shall be based on material information, verified by the OSFM, that was not available to the Review Committee at the time of the initial review.